



Board Meeting Minutes
Monday, April 22, 2024 | 6:00 - 7:30 PM
Microsoft Teams Meeting

Attendance:

Commissioners present:

City of Beaverton:	Ashley Hartmeier-Prigg
City of Hillsboro:	John Godsey
City of Sherwood:	Keith Mays
City of Tigard:	Maureen Wolf (<i>alternate</i>)
City of Wilsonville:	Katie Dunwell
Tualatin Valley Water District (TVWD):	<i>Not available</i>

Committee members present:

City of Beaverton:	Tim Elsea
City of Hillsboro:	Lee Lindsey
City of Wilsonville:	Delora Kerber
TVWD:	Paul Matthews

Managing Agency staff present:

WIF Commission General Manager / Willamette Water Supply Program (WWSP) Director:	David Kraska
WWSP Assistant Director:	Joelle Bennett
WWSP Permitting and Outreach Manager:	Christina Walter
WWSP Finance Manager:	Justin Carlton
TVWD Water Resources Division Manager:	Joel Cary
WIF Commission Recorder / WWSP Executive Assistant:	Annette Rehms

Other attendees present:

Public Attendee:	Jamie Feldman
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REGULAR SESSION – 6:00 PM

1. CALL TO ORDER

Chair Hartmeier-Prigg called the Willamette Intake Facilities (WIF) Commission meeting to order at 6:08 PM.

2. ROLL CALL

Ms. Rehms administered the roll call and noted a quorum was present.

3. PUBLIC COMMENT

There were no public comments.

4. GENERAL MANAGER'S REPORT

The General Manager's report included updates on WIF Financial Procedures development, Willamette Water Supply System (WWSS) construction, and WWSS Thermal Trading Plan. The report also included the quarterly financial report for the period ending March 30, 2024.

5. CONSENT AGENDA

- A. Approve the January 22, 2024 meeting minutes
- B. Adopt Resolution WIF-01-24 adopting the FY2024-25 WIF Board Meeting Schedule

Motion was made by Dunwell seconded by Godsey to approve the Consent Agenda as presented. The motion passed unanimously with Hartmeier-Prigg, Godsey, Mays, Wolf, and Dunwell voting in favor.

6. BUSINESS AGENDA

- A. Adopt Resolution WIF-02-24 adopting the FY2024-25 WIF Annual Work Plan and Budget

Mr. Carlton presented an overview of the process for developing the Annual Work Plan (AWP) and Budget for FY25 and reviewed the AWP task list and highlighted the following proposed changes from FY24:

- General Administration
 - Complete Emergency Response Plan
 - Source Water Protection Plan Implementation
- Capital Project Management
 - WIF portion of the RWF_1.0 project is complete
- Finance Committee Administration
 - Financial Procedures complete in FY24

Carlton presented that the proposed FY25 Operations and Administration budget (including contingency) is \$649,625, a reduction of \$123,560 from the prior fiscal year. The budget also provides \$59,000 as contingency intended to cover unanticipated expenses that may occur throughout the year, Board approval is required to spend contingency. There is no budget for capital outlay in FY25 because the WIF expansion and seismic upgrades are now complete. *(presentation on file)*

Motion was made by Godsey seconded by Dunwell to adopt Resolution No. WIF 02-24 adopting the Willamette Intake Facilities Commission Annual Work Plan and Budget for fiscal year 2024-25 (FY25). The motion passed unanimously with Hartmeier-Prigg, Godsey, Mays, Wolf, and Dunwell voting in favor.

- B. Adopt Resolution WIF-03-24 adopting the WIF Watershed Protection, Monitoring, and Outreach Plan

Mr. Kraska provided background on the development of the Watershed Protection, Monitoring, and Outreach Plan (Plan) for the WIF Commission for the Willamette River watershed. He said it was a direct result of the July 2021 adoption of the WIF Mission, Vision, Values, and Goals (MVVG) as the strategic framework for annual planning and effective decision-making for the WIF Commission for the foreseeable future. The first goal of the MVVG work was to "develop and maintain a state and regional supported source water protection plan," the first part of which will be accomplished with the adoption of this plan.

Mr. Kraska reviewed the desired outcomes for the Plan based on Board member interviews, the plan components, the two development phases, stakeholder engagement efforts, risk analysis and identification of priority areas, the prioritized areas for future work, and a summary of near-term actions. *(presentation on file)*

In response to questions, staff said the Tribal communities were not able to attend the focus group meetings due to the time of year the meetings were held. Following up on their desire to connect in the future, staff sent the Tribal representatives a summary of the focus group meeting content and background on the WIF.

Motion was made by Dunwell seconded by Mays, to adopt Resolution No. WIF 03-24 adopting the March 2024 Watershed Protection, Monitoring, and Outreach Plan for the Willamette River Watershed as prepared for the Willamette Intake Facilities Commission. The motion passed unanimously with Hartmeier-Prigg, Godsey, Mays, Wolf, and Dunwell voting in favor.

Commissioner Mays left the meeting at 6:40PM at the conclusion of the business agenda. The meeting proceeded without a quorum. No further action was taken for the remainder of the meeting.

7. INFORMATION ITEMS

A. Legislative Update

Mr. Cary reported on current legislative activities that are relevant to WIF operations, reporting that the 2024 Oregon Legislative Session, which began on February 5 and concluded March 7, generated nearly 300 bills. He provided updates on three relevant items related to the WIF Commission's Mission, Vision, Values, and Goals as adopted in the Strategic Plan:

1. Senate Bill 1530 Housing Bill – Passed. Included several requests associated with water services to support the expansion of development and housing across the state. In total, nearly \$120 million was allocated to cities and special districts for water infrastructure funding to support housing.
2. Senate Bill 1566 County right of way permitting – Passed. Allows a county or governing body to charge a fee for the administration and issuance of a permit to “construct, alter, relocate, maintain or repair a water, gas, electric or communication service line, fixture, or facility within the right of way of a public road under the jurisdiction of the county.”
3. Senate Bill 1575 Duty to defend contract clauses – Passed. Limits a public agency's ability to require a “duty to defend the public body” in a contract with design professionals and firms when providing architectural, engineering, or other related services.

In response to questions, staff reported that Senate Bill 1575 is a new bill, and from staff understanding there has never been anything like this in prior legislation. Staff recommend each agency consult their legal counsel for a detailed review of the bill.

B. The next Board meeting is scheduled on October 28, 2024, via Microsoft Teams

8. COMMUNICATIONS AND NON-AGENDA ITEMS

A. None Scheduled

9. ADJOURNMENT

There being no further questions or business, Chair Hartmeier-Prigg adjourned the meeting at time 6:45 PM.

Ashley Hartmeier-Prigg, Chair

John Godsey, Vice Chair